

Financial Management of 21st CCLC Grants



New Coordinators' Professional Development Academy
October 6-7, 2015

Topics to be covered

- Administrative Handbook
- Budget Transfers and Reimbursements
- Grant Modifications
- Allowable and Unallowable Expenditures
- Field Trips
- Grant Management
- Questions
- Contact Information

Administrative Handbook

- Revised September 2015

- Located at:

[http://www.doe.virginia.gov/federal_programs/esea/
title4/part_b/resources/handbook.pdf](http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/resources/handbook.pdf)

Administrative Handbook

Table of Contents

- Implementing a New Grant
- Grant Administration and Annual Activities
- Fiscal Guidance
- Documenting and Reporting for Program Accountability
- Grant Modifications
- On-site Monitoring
- Additional Requirements
- Resources

Budget Transfers and Reimbursements

- Budget Transfers and Reimbursements
 - LEAs and Institutions of Higher Education (IHE) submit in OMEGA
 - Local Governments, Community, Faith-Based Organizations, and For-Profit Organizations submit hard copy Excel workbook

Grant Modifications

- Request for Program Revisions
 - Instructional
 - Professional Development
 - Objectives
 - Program Hours
 - Modifications which require changes to the approved budget
- LEAs and Non-LEAs submit Amendment Request form via e-mail

Allowable and Unallowable Expenditures

21st CCLC grant funds must be used in a manner consistent with all state and federal regulations, requirements, and guidance.

Allowable and Unallowable Expenditures

- Expenditures MUST:
 - Follow federal cost principles
 - Follow procurement policies
 - Support stated program objectives
 - Be included in the original awarded application
 - Be reasonable and necessary

Allowable and Unallowable Expenditures

- Allowable
 - Food – ONLY for staff meetings or trainings; parent meetings or parental involvement activities; and instructional programs
 - Communication
 - Personnel Services
 - Materials and Supplies
 - Consultant Services
 - Travel
 - Recreational and enrichment activities

Allowable and Unallowable Expenditures

- Unallowable
 - Structures of any kind
 - Cash or debit card incentives or rewards
 - Advertising
 - Building, repairing, or remodeling of facilities
 - Food for students
 - Entertainment
 - Expenditures that supplant rather than supplement services or activities

Field Trips

- Allowable
 - When directly related to classroom instruction
 - When necessary to meet program objectives
- **MUST** be pre-approved by VDOE through submission of Field Trip Request form

Field Trips

Trips that are non-educational, and not directly related to student learning or program objectives are unallowable under federal regulations.

Trips **cannot be** for **entertainment** purposes (including amusement, diversion, social activities, and ceremonials and any costs associated with the purposes; such as, tickets to events, meals, lodging, rentals, transportation).

Field Trips

- Recreational and enrichment activities are allowable if directly related to a program objective.
 - Off-site activities must be pre-approved (Field Trip Request form)
 - Include documentation of goals and objectives addressed
 - Pre- and/or post-trip activities

Grant Management

- Use Grant Balance Tracking Workbook
- Monitor Spend-down of grant funds
- Encumber funds by deadlines
- Reimbursements should include detailed descriptions of expenditures
- For Non-LEAs:
 - Ensure that all budget transfer and reimbursement paperwork includes original signatures
 - Use the workbook that corresponds to the appropriate award year

Grant Management

Grant Balance Tracking Workbook

21st CCLC GRANT AWARD YEAR: _____

GRANT AWARD AMOUNT: _____

GRANT RECIPIENT: _____

SCHOOL(S) SERVED: _____

*Enter approved budget by object codes on this line

Salaries 1000	Benefits 2000	Prof Dev/ Purchased Services 3000	Internal Service 4000	Other Charges 5000	Mat And Sup 6000	Capital Exp 8000	TOTAL
-							0.00

Reimbursements Claimed:

Date	Reimb No.	Reimb Item Total	1000	2000	3000	4000	5000	6000	8000	Balance after Reimb
	#1				-					\$0.00
	#2									\$0.00
	#3									\$0.00
	#4									\$0.00
	#5									\$0.00
	#6									\$0.00
	#7									\$0.00
	#8									\$0.00
	#9									\$0.00
	#10									\$0.00
	#11									\$0.00
	#12									\$0.00
	#13									\$0.00
	#14									\$0.00
	#15									\$0.00
	#16									\$0.00
	#17									\$0.00
	#18									\$0.00
	#19									\$0.00
		REMAINING BALANCE								

INSTRUCTIONS:

At beginning of award year: Enter the award year, total award amount for this grant for this award year, grant recipient (school division or organization), the school(s) served, and the approved budget by object code in the cells above.

During the award year: Enter reimbursements, by object code, as each is submitted. As budget transfer requests are approved, revise the approved budget (line #4) by object code to reflect the transfer.

Grant Management

85/15 Percent Stipulation

- 85% of funds must be expended and claimed by May 30th
- If more than 15% of funds remain after May 30th, the next year's award will be reduced by the amount over 15%.

Grant award for 2014-2015	\$180,000
85% to be claimed by May 30	\$153,000
15% of award	\$27,000
Unclaimed balance May 30, 2015	\$32,000
Difference (amount of next year's award reduction)	\$5,000
Grant award for 2015-2016	\$175,000

Grant Management

Reimbursement Request Guidance

Questionable/Unacceptable descriptions	Improved
Materials for after-school tutoring	5 laptops for after-school tutoring at \$500 per unit
Supplies for cooking class	4 Measuring cups, 4 spoons, 2 baking charts, 2 cookbooks, purchased for after-school cooking class to learn measurements, ratios, and directions

Grant Management

Reimbursement Request Guidance

Questionable/Unacceptable descriptions	Improved
Field trip to state park	Admission for 40 students @ \$10/ea. to ABC State Park on Sept. 15, 2015, to participate in conservation project to support SOLs
Contracted services	Anti-bullying speaker on Oct. 24, 2015, for afterschool program enrichment activity

Questions



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